

VISIT...

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RESEARCH REPORT

Tips for Using an Outline

- Before making an outline, list all of the points you plan to cover.
- Make a structure for the outline first. Fill in the blank spaces as you search and find information.
- List **major headings** first.
- Then add **subheadings**.
- Add details under subheadings.
- Don't be afraid to change or rearrange the order of your outline.
- Use the outline as a guide to write your research report.

TITLE	
I.	_____
A.	_____
1.	_____
2.	_____
B.	_____
1.	_____
2.	_____
C.	_____
1.	_____
2.	_____
II.	_____

